



CUPE Local 1015 Nomination and Election Procedure

The purpose of this document is to clearly describe the process CUPE Local 1015 follows for nominations and elections. These procedures are based on the CUPE National Constitution, CUPE Local 1015's Bylaws, and the CUPE publication "A Guide for the Chair". CUPE is a democratic organization from the bottom to the top, making elections a vital part of our union.

The order of business for meetings:

1. Indigenous Land Acknowledgement
2. Roll call of the Officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, Elections, or Installations ← **Nominations and elections happen here**
12. Unfinished business
13. New business and Round Table
14. Good of the Union
15. Adjournment

Elections Committee

The Elections Committee is an important part of the Local's election process. The Elections Committee is made up of a Returning Officer and any assistants they may require.

Responsibilities:

- To run an election fairly and impartially.
- To make sure that all parts of the election are unquestionably democratic.
- Keeping any election information confidential.

Appointment:

This committee is appointed by the President at a membership meeting least one month before the election.

Who can't be on the committee?

- Anyone who is an Officer (the Executive Board and Trustees).
- Someone who is a candidate in the election.

Dissolution:

Once the election that the Elections Committee has been formed for has been completed, the Elections Committee will automatically be dissolved.



Nominations

Before someone can be elected to a position, they need to be nominated!

When are people nominated:

Nominations are made at a membership meeting, after the Chair (the person running the meeting, usually the President) has called for nominations.

For Officer positions, nominations are made in the February General Membership Meeting, with the election at the March General Membership Meeting. The President and Recording Secretary are elected in even numbered years, and the Vice-Presidents and Secretary-Treasurer are elected in odd numbered years.

Steps for nominations:

1. The Chair asks for nominations for the position, saying something like "I now call for nominations for the position of Secretary Treasurer". Members raise their hand, are recognized by the Chair, and make their nomination.
2. When there are no more nominations, the Chair will ask for nominations three more times.
3. After the third call, the Chair will declare nominations for that position closed, saying something like "nominations for the Negotiating Committee for Pioneer are now closed".
4. The Chair will list the names of all people nominated, from the first to the last.
5. From the last person nominated to the first, the Chair will ask each person whether they will let their name stand for election.
6. The member will respond whether they will or will not, it is customary to also thank your nominator.
7. All members who let their name stand will be the candidates in the election.
8. If only one person is nominated for a position, or only the number of members needed to fill all seats on a committee, they automatically win the election by acclamation.
9. The Chair will then move on to the next position up for election, if any.

Nominations can only be made while nominations are declared open, and only for the position open for nomination.

A person can nominate themselves.

The person making the nomination must be present at the meeting.

The person being nominated must either be present or send a letter to the meeting or an email to the Executive saying whether they will let their name stand.

- A person can be a candidate for more than one Officer position but can only hold one Officer position at any time.
- A person can be part of any number of committees.
- If a person who holds an Officer position is elected to another Officer position, the Officer position they held immediately becomes vacant.

The Chair will announce when the election will take place.

Who can nominate a Vice President or members of the Negotiating committee?

Only members in that specific bargaining unit e.g. the City, Pioneer, or the Library.



Who can be nominated for Vice President or members of the Negotiating committee?

Only members in that specific bargaining unit.

Elections

Elections for our Local are held by secret ballot

What is a secret ballot election?

- Who voted for each candidate, how many ballots were cast, and the total number of votes each candidate received are **NOT** announced to the membership.
- Only the Elections Committee will have this information.
- Meeting in March.

Term of office

- Executive Board positions have a two year term
- Trustee positions have a three year term

Election Rules

- To be elected, a candidate must have a **Majority Vote** (received more than 50%) of all votes cast not counting spoiled ballots.
- If elected to a position, an Officer must attend executive and general membership meetings.
- Elected Officers must take the Oath of Office, as it appears in the CUPE Constitution, during this meeting.

What happens if there isn't a Majority?

If there was not a majority, a tie vote is announced.

If there are more than two candidates, the person with the fewest votes is removed from the election.

The process for holding an election:

1. The Chair instructs the Returning Officer to start the elections for all of the positions being voted on.
2. The Returning Officer explains the rules of the election to the members, asks if there are any questions, and gives answers.
3. Ballots are handed out to all the members, one for each member.
4. The Returning Officer will tell the members who the candidates are, and explain how to complete the ballot
 - For example, whether full names should be used, how many names to put on the ballot for committees, or whether members need to come to the ballot box to put their ballot in or if it will be collected by the Elections Committee.
5. Once the ballots have been handed out, the Returning Officer will order that the doors are tiled (closed). **Nobody is allowed to enter the room while the doors are tiled.** People can leave the room while the doors are tiled, but they will not be allowed to come back in.
6. The Returning Officer will ask to make sure everyone received a ballot.
7. Voting begins.
8. Members write the name of the candidate(s) they choose on their ballots, and put them in the ballot box.
9. The Returning Officer asks if everyone's ballots have been collected.
10. The Returning Officer asks each candidate if they would like a scrutineer.
11. The Returning Officer leaves the room with the ballot box, and any scrutineers.
12. The doors are untiled, and people may now enter the room.
13. The Returning Officer counts the ballots, and verifies whether there is a majority. The count is written down, and all scrutineers must agree with the count being accurate or the ballots are counted again.
14. The Returning Officer comes back to the room with the ballots.



15. If there was a majority, the Returning Officer announces who was elected to the position.
16. Any member can make a motion to request a recount of the ballots. If the vote on the motion is successful, the ballots will be re-counted as in **Step 13**.
17. After the final count of the votes, the Chair will ask for a motion to destroy the ballots.
18. If there was no majority, voting starts again at **Step 3**.

- A member can choose not to vote in any election.
- For voting for committees, the full number of candidates must be written on the ballot, or it will be considered spoiled. For example, if there are three seats on a committee to be filled, the ballot must have three names on it.
- Write neatly. If any ballot can't be read, it will be considered spoiled

The voting process:

Voting to fill one Office or committee, including any recounts, must be completed before voting for the next position begins.

Complaints:

All election complaints by members must be submitted in writing to the Returning Officer as soon as possible, no later than seven days after the election. The Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

Can the candidates address the members?

If there is a final tie vote (two candidates each with 50% of the vote), each remaining candidate may address the membership for a maximum of five minutes.

What is a scrutineer?

- Scrutineers are chosen by candidates to make sure the ballots are counted properly.
- Scrutineers observe the ballots being counted, but do not count them themselves.
- Scrutineers are bound by the rules for elections being held by secret ballot, and may not reveal the number of ballots or votes cast for any member to the membership.

Installation

- All people elected as Officers will be installed in their position at the meeting they are elected.
- All Officers that were elected stand, and the Returning Officer leads them through the Oath of Office.

By-Elections

- When a position becomes vacant before the end of its term, the nomination and election procedures above will be followed as closely as possible.
- The term for someone voted in a by-election will only be until the original term for the position would have ended.

Questions?

If you have any questions about the Elections Committee, nominations, or elections, please contact your union President at cupe1015.president@gmail.com and they will be happy to answer them.